

4 September 1985

MEMORANDUM FOR: All ICS Offices

STAT FROM:   
Records Management Officer, ICS

SUBJECT: Safe Inventory

1. The Logistics Services Division, Building Services Branch/OL, has an automated safe inventory system. Although records are updated on a daily basis, due to human error, it is reasonable to say some are missed.

2. To effectively and efficiently update approximately 7,900 records means that your cooperation and timely submission of required information is critical to the data base accuracy.

3. Please use the attached Safe Inventory sheet and follow the sample format for recording your data and return to me by close of business 16 September 1985. If you have any questions on this effort please call me on

STAT   
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Attachment:  
Inventory Sheet  
Format Sheet

STAT

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SAFE INVENTORY

DATE COMPLETED \_\_\_\_\_

SERIAL   NUMBER

[illegible]

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SAFE INVENTORY

DATE COMPLETED

SERIAL NUMBER

[illegible]

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SAFE INVENTORY

DATE COMPLETED \_\_\_\_\_

SERIAL NUMBER

[illegible]

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DATE COMPLETED \_\_\_\_\_

OFFICE. \_\_\_\_\_

DIRECTORATE

SERIAL NUMBER

NO. DRAWERS

SAFE TYPE

ROOM NO.

FLOOR

BUILDING

[illegible]

(CLASSIFY AS APPROPRIATE)

**Records Management Officer.**

DATE COMPLETED \_\_\_\_\_

OFFICE.

DIRECTORATE

SERIAL NUMBER

<u>NO.</u>	<u>DRAWERS</u>
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
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94	94
95	95
96	96
97	97
98	98
99	99
100	100

SAFE	TYPE
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ROOM NO. \_\_\_\_\_

FLOOR

# BUILDING

[illegible]

(CLASSIFY AS APPROPRIATE:)

Records Management Officer.

STAT

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